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GET THE MOST OUT OF YOUR PC WITH OUR PRACTICAL TIPS

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HOW TO...

Use MSN Search Toolbar

Are you tired of having to spend precious time searching your whole computer for one document?

Janet Swift has the answer in the form of MSN Search Toolbar

Searching for lost information on your computer can waste many valuable hours. Thankfully, MSN's Search Desktop tool can find lost files in a matter of moments. It can also find information contained in emails and email attachments, so when you have a vague feeling that you've seen some information recently but you can't remember who sent it to you, when or how, a single search is likely to find it.

Desktop Search works quickly because it creates and maintains an index of the entire contents of My Documents (or all your hard disks) plus your email messages, including attachments if required.

Search Desktop is one of three toolbars provided by the MSN Search Toolbar 2.5, which can be downloaded from <http://toolbar.msn.co.uk>.

1 Go to <http://toolbar.msn.co.uk> and click on the prominent green button labelled Download Toolbar Now Free. This is an 8.38MB file. Once the download is complete, locate the file's icon and double-click it.

On the first screen of the Customisation Wizard, you have two options. If you want to decide for yourself what you'd like the toolbar to do, click Next. However, if you're happy to accept all the toolbar's default settings, tick the box next to Use the default settings. Click Finish.

2 The Search Desktop icon is added to the taskbar, just to the left of the System Tray. Clicking on it opens a panel containing Desktopbar short cuts and recent searches. As soon as you start typing a keyword it displays the results of your search. Try it out by typing in a word that's likely to be found in your files.

3 Clicking on the Green arrow to the right of the box opens the Windows Desktop Search results window. At the moment the Search box is showing the words we entered in Step 2. To narrow down the locations that the program will look in for files, click the buttons in the row beneath the Search box. **CS**

